

HR Polytechnote

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WELCOME

ADMINISTRATION

Linda Bell
Rosemary Bell
Frank Benedetto
David Gardner
James McDermott

FINANCE

Wale' Adeosun
Daniel Maguffin

HUMAN RESOURCES

Dorothy Leavitt

INSTITUTE ADVANCEMENT

Jennifer Anthus
Dawn Chen
Barbara Hathaway
Elaine Keefe

IP, TECH TRANSFER & NEW VENTURES

Kellie Fredericks

STUDENT LIFE

Beth Carile
Kristopher Nasadowski
Rachel Smigelski

NEW APPLICANT TRACKING SYSTEM FOR STAFF POSITIONS

The new Staff APPLICANT TRACKING SYSTEM is an integrated, all-inclusive employment site customized for Rensselaer's hiring managers and applicants. This new system will automate the employment process allowing applicants to apply for specific jobs online, receive an immediate response about their qualifications and enter any changes in their job search 24 hours per day and 7 days per week.



Applicant Tracking System Training Session

Hiring managers will electronically process position approvals, have immediate access to applicants' information, suggest job specific pre-screening questions to be used for electronic screening, and retrieve and review any applications submitted via the APPLICANT TRACKING SYSTEM.

EXECUTIVE INSTITUTE PROGRAM

The Division of Human Resources, in conjunction with the Albany-Colonie Regional Chamber of Commerce, recently hosted newly relocated executives on Rensselaer's Troy campus. The Chamber's Executive Institute Program features prominent business, political and community leaders from throughout the Capital Region. In seven informative sessions, recently relocated executives and their spouses were given the opportunity to meet people at the forefront of progress in our region. Program participants enjoyed a reception followed by a tour of the Biotechnology and Interdisciplinary Center and a dinner presentation of Rensselaer's strategic initiatives related to the Experimental Media and Performing Arts Center.



BIOTECHNOLOGY AND INTERDISCIPLINARY CENTER

Special thanks to Amr Abdel-Azim and Johannes Goebel for their participation in making this program memorable for all who attended.

THE DIVISION OF HUMAN RESOURCES WELCOMES NEW ASSISTANT VICE PRESIDENT



Ms. Dorothy Leavitt has joined the Division of Human Resources as the Assistant Vice President. Ms. Leavitt will assist the Vice President for Human Resources in developing and implementing strategic direction for the Institute-wide Human Resources functions, establish partnerships with key constituencies, offer organizational development resources, and provide professional leadership both within and external to the Division.

Ms. Leavitt has over 20 years of Human Resources experience in healthcare and as a consultant to educational institutions and emerging growth companies. As the Vice President of Human Resources for Bon Secours Health System, Ms. Leavitt was a member of the CEO's executive council and was involved in strategic planning for the organization as well as implementing the overarching goals for Human Resources' key initiatives. Also, she was responsible for the day-to-day administration of the Human Resources Division and a workforce of over 2,000 employees.

Hold The Date

The annual employee service recognition and retirement dinner will be held on Friday, August 6, 2004, at the Desmond Hotel and Conference Center in Albany. Employees, who will complete service with Rensselaer in five-year increments by June 30, 2004, will be honored at this event along with employees who have retired during the current fiscal year. Invitations will be sent during the month of July.

PAYROLL SCHEDULES

SEMI-MONTHLY		BI-WEEKLY	
PAY PERIOD	CHECK	PAY PERIOD	CHECK
6/1 to 6/15	6/15/2004	5/22 to 6/4	6/15/2004
6/16 to 6/30	6/30/2004	6/5 to 6/18	6/29/2004
7/1 to 7/15	7/15/2004	6/19 to 7/2	7/13/2004
7/16 to 7/31	7/30/2004	7/3 to 7/16	7/27/2004
8/1 to 8/15	8/13/2004	7/17 to 7/30	8/10/2004
8/16 to 8/31	8/31/2004	7/31 to 8/13	8/24/2004

Rensselaer Wins Largest Participant Award – Corporate Challenge



On Thursday, May 20th, the GHI Corporate Challenge was held at the Empire Plaza, in Albany. This is the largest running and walking event produced between Syracuse and New York City and the participation is limited to teams who are employees of corporations. Over 4,300 runners and walkers representing over 235 employers participated in the event. Rensselaer has participated in

this event for over 15 years. Through the Wellness Program of the Division of Human Resources and with donations from the Health Education Office, Network and Communications and the Dean of Graduate Education, Rensselaer was able to host a field of 92 participants. This was more than twice the number of faculty and staff who participated in last year's competition. Rensselaer took

the title of "Largest Participants in a Medium-sized Corporation Award." A crystal plate was awarded and will be on display in the Division of Human Resources office.

Special thanks to Christine O'Grady and Cameron McLean for their efforts in coordinating this event.



Outdoor Safety



Summer sun and the warmer weather are right around the corner! Now is the time to develop good warm weather habits to protect yourself, your family and your community during the months ahead:

For sun protection:

Cover up. Wear tightly woven clothing that you can't see through.

Use sunscreen. A sun protection factor (SPF) of at least 15 blocks 93 percent of UV rays. Be sure to follow application directions on the

bottle or tube.

Wear a hat. A wide brim hat, not a baseball cap, works best because it protects the neck, ears, eyes, forehead, nose, and scalp.

Wear UV-absorbent shades. Sunglasses don't have to be expensive, but they should block 99 to 100 percent of UVA and UVB radiation. Before you buy, read the product tag or label.

Limit exposure. UV rays are most intense between 10 a.m. and 4 p.m.

For heat protection:

Drink plenty of water before you get thirsty.

Wear light, loose-fitting, breathable clothing— cotton is good.

Take frequent short breaks in cool shade.

Eat smaller meals before work activity.

Avoid caffeine and alcohol or large amounts of sugar.

Find out from your health-care provider if your medications and heat don't mix.

2004 Conflict of Interest Disclosure

The Division of Human Resources in collaboration with the Division of the Chief Information Officer, distributed the 2004 conflict of interest disclosure form to 905 faculty and staff in early May. Trustees, officers, key staff members

including research center directors, and selected faculty members by virtue of their position responsibility are required each year to complete a conflict of interest disclosure form as a condition of their employment. We have

received 82% of the responses to date and expect a 100% return rate by mid June. The responses will be reviewed by the Secretary of the Institute and General Counsel and the Vice President for Human Resources.

Brown Bag Lunch Series

The Brown Bag Lunch session for July will be a repeat of the June topic based on the overwhelming interest from supervisors. The session will be held on July 8, 2004 from 12:00pm to 1:00pm in Meeting Room 1 of the Heffner Alumni House. The session is titled, **Dealing with Unacceptable Employee Behavior.** When an employee's behavior or

performance is not acceptable, it's important that supervisors step in and get things back on track right away. In this session, supervisors will get strategies for coaching, counseling, and disciplining employees to redirect unacceptable behavior, resolve problems, and information about the proper steps to take to dismiss problem employees if performance and behavior do

not improve. To attend, supervisors should send an email expressing their interest to Leigh Kopczuk at kopczi@rpi.edu no later than July 1, 2004. A bag lunch will be provided by the Division of Human Resources.



For more information about the programs offered and the schedule can be found at the HR web page www.rpi.edu/dept/hr/index.html